1. Similar to the practice of HKALE and HKCEE, candidates with special needs (such as candidates with disabilities/chronic illness) may apply for special examination arrangements (such as allocation to special centres, extra time allowance, supervised breaks, provision of Braille/enlarged question papers) or exemption from part(s) of the requirements of an examination in the Hong Kong Diploma of Secondary Education (HKDSE) Examination. School candidates should submit their applications to the Hong Kong Examinations and Assessment Authority (HKEAA) via schools.

2. To enable schools to have adequate time to implement the approved special examination arrangements in internal examinations, candidates should submit applications two years before they sit for the public examinations (i.e. in S5) so that they can be notified of the application results within that school year. Upon receipt of the application results, schools should implement the approved special examination arrangements in tests / examinations in school soonest possible so that the candidates can familiarize themselves with the arrangements. In case the candidates’ conditions of disabilities are unstable, they may submit applications in the school year they sit the HKDSE.

3. The 2011/12 timeline for applications for special examination arrangements is given in P.1 of the Application Guide.

**Application Method**

**Special Examination Arrangements (SEA) Online Services**

4. Schools should submit applications for their students through the SEA Online Services (www.hkdae.hkeaa.edu.hk). School Principals can access the SEA Online Services by logging into the HKDSE Examination Online Services platform using the same User IDs and login passwords as those for the SBA system and the Registration system for HKDSE. Apart from the School Principal, each school may designate one school staff as the SEA Application Officer to access the SEA Online Services via the HKDSE Examination Online Services platform. The User IDs and default login passwords for SEA Application Officers are available for collection from June 2011 at the HKEAA Wan Chai Office. For those schools still do not receive the User IDs and default login passwords, please arrange for collection at the HKEAA Wan Chai Office as soon as possible.

5. Applications should be submitted via the SEA Online Services to the HKEAA together with the supporting documents from 26 September 2011 to 18 October 2011:
   - candidates with special needs who will be studying S6 in 2011/12 and have not submitted their applications before (i.e. candidates who will sit the 2012 HKDSE Examination)
   - candidates with special needs who will be studying S5 in 2011/12 (i.e. candidates who will sit the 2013 HKDSE Examination)

Late applications will **not** be processed.

**Application Guide and Information Leaflets**

6. School may download the documents from the HKEAA’s website (www.hkeaa.edu.hk → HKDSE → Services to Special Needs Candidates).
• Application Guide

The following information leaflets have been revised. Schools and candidates can download the following information leaflets on the HKEAA’s website:

• Providing Services to Candidates with Special Needs (Revised in August 2011)
• Providing Services to Candidates with Specific Learning Disabilities (Revised in August 2011)

Please notify students and parents to download and read the application guide and information leaflets from the HKEAA’s website before submitting the SEA applications.

Seminars for Schools / Candidates and Parents

7. To familiarize schools, candidates and parents with the special examination arrangements applicable to HKDSE candidates with special needs and the application procedures, seminars will be held for them, the times and venues of which are given below:

Seminar for Schools (4 identical sessions)
Session 1
Date: 14 September 2011 (Wednesday)
Time: 4:10 pm to 5:30 pm
Venue: School Hall, Tsuen Wan Government Secondary School
70 Hoi Pa Street, Tsuen Wan, N.T.

Session 2
Date: 15 September 2011 (Thursday)
Time: 11:10 am to 12:30 pm
Venue: Room WP01, Podium, West Block
EDB Kowloon Tong Education Services Centre, 19 Suffolk Road,
Kowloon Tong

Session 3
Date: 15 September 2011 (Thursday)
Time: 4:10 pm to 5:30 pm
Venue: School Hall, Kiangsu-Chekiang College
20 Braemar Hill Road, North Point, Hong Kong

Session 4
Date: 16 September 2011 (Friday)
Time: 4:10 pm to 5:30 pm
Venue: School Hall, PHC Wing Kwong College
155 Lung Cheung Road, Wang Tau Hom, Kowloon

For details about the school seminars, please refer to the letter issued by the HKEAA on 31 August 2011.

8. To promulgate the above-mentioned special examination arrangements and the related administrative arrangements among the parents and candidates, a seminar will be held at the time and venue of which are given below:

Seminar for Candidates and Parents

Date: 24 September 2011 (Saturday)
Time: 2:30 pm to 4:30 pm
Venue: School Hall, CCC Ming Ying College
1 Wai Chi Street, Shek Kip Mei, Kowloon

Please refer to the annex attached for other details about the seminar.

Follow-up action
9. School principals are requested to bring the contents of this letter to the attention of your teaching staff, all your students studying S4/S5/S6 in 2011/12 and their parents.

Enquiries

10. In case of enquiries, please contact Miss Winnie Chan on 3628 8917 or Miss Catherine Suen on 3628 8981.

[Signature]

BRENDA AU (MS)
for General Manager, School Examinations and Assessment Division

To: Principals of Participating Schools
### Hong Kong Examinations and Assessment Authority
**Hong Kong Diploma of Secondary Education Examination**
**Special Examination Arrangements for Special Needs Candidates**
**Seminar for Candidates and Parents**

Special examination arrangements can be made for special needs candidates in the Hong Kong Diploma of Secondary Education (HKDSE) Examination to enable them to be equitably assessed under suitable conditions. A seminar for candidates and parents will be conducted by the HKEAA to familiarize them with the special examination arrangements and the application procedures. Details are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>24 September 2011 (Saturday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>2:30 pm to 4:30 pm</td>
</tr>
<tr>
<td>Venue</td>
<td>1 Wai Chi Street, Shek Kip Mei, Kowloon</td>
</tr>
<tr>
<td>Speaker</td>
<td>HKEAA Speaker</td>
</tr>
<tr>
<td>Language</td>
<td>Cantonese</td>
</tr>
<tr>
<td>Content</td>
<td>1. Details about the special examination arrangements and application procedures</td>
</tr>
<tr>
<td></td>
<td>2. Q &amp; A Session</td>
</tr>
<tr>
<td>Registration</td>
<td>Register at the HKEAA website (<a href="http://www.hkeaa.edu.hk">www.hkeaa.edu.hk</a> → HKDSE → Services to Special Needs Candidates → Registration for Seminars → Seminar for Candidates and Parents) on or before 22 September 2011. Seats will be reserved on a first-come first-served basis.</td>
</tr>
<tr>
<td>Enquiries</td>
<td>3628 8917 / 3628 8981</td>
</tr>
</tbody>
</table>

For more information, please visit the HKEAA website (www.hkeaa.edu.hk → HKDSE → Services to Special Needs Candidates).

School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority